

Date: July 15, 1999

To: ALL STATE AGENCIES AND EMPLOYEE ORGANIZATIONS
DEPARTMENTAL DIRECTORS
ADMINISTRATIVE SERVICES DIVISION CHIEFS

Subject: Mandatory State Personnel Board Review of Vacant Career Executive
Assignment Positions Prior to Refilling

The purpose of this memorandum is to bring to your attention language that is contained in the 1999 Budget Act for the State Personnel Board (SPB). This language requires prior SPB review and approval before Career Executive Assignment (CEA) positions which were created or converted during the period from June 30, 1995 to January 1, 1999, can be refilled.

Specifically, Item 1880-001-0001--State Personnel Board states:

- "1. Career Executive Assignment Conversions. The State Personnel Board shall review each Career Executive Assignment (CEA) position created or converted from June 30, 1995 to January 1, 1999 at the time that it becomes vacant to ascertain whether it meets current standards for CEA positions and whether or not that CEA position shall be retained or eliminated. The board shall report its findings to the chairs of the budget committees in each house and the Chair of the Joint Legislative Budget Committee by January 1, 2000."

Pursuant to the above language, departments must submit a copy of the key position description (including the position number), duty statement and current departmental organizational chart to the SPB for approval before any vacancy in a CEA position, which was created or converted during the specified period of time, can be refilled. SPB review is required to determine whether the organizational level and policy responsibilities of the position meet the intent of Government Code Section 18547. Prior SPB approval is necessary whether or not there has been any change in the duties and responsibilities of the position.

Memo re: Mandatory SPB Review of Vacant
CEA Positions Prior to Refilling

In order to ensure compliance with the aforementioned legislative requirement, SPB will conduct a postaudit review of CEA appointments. If an appointment has been made to a CEA position created or converted between June 30, 1995 and January 1, 1999, without prior SPB review, it will be subject to avoidance.

Questions regarding this memorandum may be directed to Patricia Embly at (916) 657-2389, Calnet 437-2389 or TDD (916) 653-1498.

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